



**Pendleton Harbor**  
**Property Owners' Association, Inc.**

Policy Letter #1  
Amended June 6, 2020

Subject: Board of Directors' Meetings  
Purpose: To set policy on PHPOA members attending scheduled  
Board Directors' meetings

Only PHPOA members will be permitted to attend scheduled Board of Directors' meetings.

**The following applies:**

- 1) No tape recorder or other type of recording device will be allowed at the meeting except for the Board of Directors' Secretary recording the minutes.
- 2) No interruptions will be permitted during the regular business of the Board and will not be tolerated. If it persists after the first warning the person will be asked to leave the meeting.
- 3) Questions and answers will be permitted before the Directors' have conducted their business.
- 4) Guests who have called ahead of the meeting asking to be placed on the agenda will be recognized during the Open Forum.
- 5) Each guest will have a maximum of **five minutes** to share his/her concern. Guests will be given a one-minute warning before their time is up.
- 6) Guests should speak courteously and to the point – not elaborating on what happened in the past – but on what their concern is now. Getting to the point saves time for everyone.
- 7) Board members will respectfully listen to each guest and then may question the guest about the problem or concern. **Other guests are not entitled to be recognized or to comment or question the speaker, except with the permission of the Board.**
- 8) The Board has the right to determine if the subject is relevant to the concerns of the POA and may ask the speaker to stop. If the speaker continues, it is the Board's right to adjourn the meeting and leave the premises.
- 9) All attempts will be made by the Board to answer the speaker's concern or problem at that time. If research or further discussion is required by the Board, a recess may be called so the Board can be excused to discuss their response. Or, speaker may be advised that the Board needs time to respond and after a resolution has been made a letter will be sent to the Property Owner. The resolution will then be announced at the next Board Meeting to include it in the minutes.
- 10) Once the Open Forum period is closed, the guests are not allowed to participate and may not seek to be recognized unless the Board specifically requests input or information from a guest. This restriction will be strictly enforced because the purpose of the board meeting is for the board members to conduct business, and if this cannot be done, that guest will be required to leave.
- 11) If the above cannot be enforced, future meetings may be closed to non-Board members.

  
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Lisa Slate  
President PHPOA

Amended & Approved 6/9/20 Bd of Dirs Mtg